

Helena JSEC Meeting Minutes

February 18, 2009

Members Present:

Carolyn DeYoung
Robert Ward
Larry Westfall
Cathy Wood
Kelly McArdle
Deena Korting
Sandy Hamlin
Dave Laber
Deb Buxbaum

Blue Cross Blue Shield
Enterprise Rent-a-Car
L & S Teambuilders
Student Assistance Foundation
American Federal Savings Bank
A2Z Personnel Helena
Helena Job Service Workforce Center
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Guests:

Chris Wilhelm

Department of Labor-Statewide Conference

Introductions: Carolyn asked members and guests to introduce themselves.

Minutes: January 21st minutes were approved as written.

Treasurer Report: Robert reported that the JSEC checking account has \$5,966.23, and the Mike Bullock Scholarship fund is still at \$271.86.

Conference Question & Answer: See attached.

Awards: Larry reminded us about the Montana State Employers' Council Awards Program. The Awards Program covers the following:

- Outstanding local JSEC Chair – a local JSEC chairperson who has contributed over and above normal expectations.
- Outstanding Local Job Service Workforce Center Management Person – Local Job Service Center management who actively supports and participates in assisting the local committee to achieve their stated goals.
- Outstanding Local JSEC Committee – Strengthening the local committee and Job Service, serving employers, building partnerships, serving the community and an activity summary.
- Outstanding Local JSEC Coordinator – Actively supports and participates in assisting the local committee to achieve their stated goals.
- JSEC “Spark Plug” Award – Recognizes the efforts and accomplishment of individuals or groups whose commitment to JSEC has been an outstanding example of leadership in action.

(Please get in touch with Larry for detail criteria. (442-5000 or samwesty@msn.com).

Larry said that the question you want to ask yourself is, “How is the State and community a better place because of what this JSEC or individual has done”. Just one page for each nomination is all you need. Larry wanted to encourage the members to take a look at our meeting minutes, our calendars, other things that have gone on during the year, and make a nomination for these different awards. He agreed that we can also put our heads together and

submit an award, rather than separate ones. Chris said she thought the deadline was April 1st, but will check to make sure. Larry stated that he thinks it is important we take a look at this and make sure we get them in as soon as possible. He offered copies of the criteria to anyone who wanted to take one.

Manager's Report: See Attached.

Career Fair Update: Catie was not present, so Deb gave us an update on the Career Fair. She said she thought the IR was shooting for 90 vendors. Also, Job Service staff will be presenting several resume preparation classes beforehand. One at UM- Helena College of Technology on Wednesday, March 18 at 4:00 pm. Another will be at Carroll College on Tuesday, March 24 at 4:00 pm, and an evening one at Job Service on Thursday, March 26 at 6:00 pm. The Career Fair will be held at Carroll College from 11:00 am to 4:00 pm, Wednesday, April 1, 2009.

Incorporation: Dave led us into more incorporation discussion. He thinks there are probably a couple of good reasons why we should incorporate. It makes us a more legitimate organization in the eyes of the government and the IRS, and it reduces the liability exposure for all of the people that are actually on the Committee; more importantly the officers. He felt that if we are going to do it, we would just have to take the plunge; and he believes there is enough time to get it done. The rules change over the years, but Dave assured us that we needed to have our application postmarked to the IRS by December 31. It's got to be done in the same calendar year. The first two chunks are a piece of cake. To initially file with the Secretary of State is \$20.00. This incorporates the Committee and creates legitimacy. The FEIN number with IRS doesn't cost anything. Annually there is a \$15.00 Secretary of State filing fee. All you need to do at that time is change whoever the officers are. Initial fee to file with the IRS for the 501(c3) is \$300.00. The worst part is the actual application for the Feds to get the non-exempt status. Dave suggested maybe we could do the first couple of chunks to meet the requirement where money can exchange hands, and then after the Conference we can push to get the other paperwork done. In addition, another plus for doing the 501 ©(3) is that some outfits won't give money if they can't deduct it. If we have our tax-exempt status they could deduct it. Kelly added that right now her company couldn't give us money directly. They could give an in-kind contribution, but any financial industry has to have that tax ID number. When we apply, we have to come up with financial records for the last three years and projections. We need to know where the money came from initially. After discussion, some of the Committee members seemed to remember that the Mike Bullock Scholarship started with a memorial. The Committee voted to have Sandy e-mail members for more discussion and then a yes or no vote on 501©(3) incorporation.

Raffle/Welcome Bags/Silent Auction: We now have two quality Raffle items. Kelly/American Federal Savings Bank has donated a gift certificate for \$250.00 to Chico Hot Springs. Alan/Morrell Creek Associates donated a framed western photo worth about \$175.00. Sandy suggested we get at least one more raffle item so that we have a good variety to attract people buying the tickets. Sandy passed around a sheet to sign up for any donated items for the Raffle, Welcome Bags and/or Silent Auction. Deena asked if her company should put the name of the Conference on the cotton bags they are donating, in addition to their logo. Chris took her card and will give her the information she will need to do that.

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Hidden Agenda: None.

Next Meeting:

- March 18, 2009
- Wednesday
- 3:30 p.m.
- Helena Job Service
- Room 1
- Treats – Sandy